

	TRANSFER POLICY	Operations Order 4.6.00
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1. GENERAL INFORMATION

- A. The Police Chief will determine transfers and establish methods and processes by which transfers are completed.
 - (1) The Police Chief will have the right to transfer employees within the Department in a manner most advantageous to the City.
 - (2) The Office of Administration is responsible for the review and approval of transfers and reserves the right to amend or change any transfer.
 - (3) The Police Chief will be the final approving authority regarding all transfers.
 - (4) The transfer list is generated by staff members of the Fiscal Management Bureau (FMB).
- B. When seeking a transfer, it is the employee's responsibility to research the assignment by examining the appropriate reference material and talking with employees/supervisors within the desired division/bureau/precinct to determine suitability for the assignment.
- C. Career management is the responsibility of the employee.
- D. All transfers will be made with prime consideration for the good of the Department.
- E. The guidelines established within this policy do not apply to temporary employees.

2. DEFINITIONS:

A. Transfer	An employee's change of assignment
B. At-Request Transfer	When a non-probationary employee requests, and is granted, a transfer
C. Good-of-the-Department (GOD) Transfer	A transfer initiated by management
D. Detective Eligibility	An officer who has successfully completed an Investigator Training course offered by the Department, Maricopa community college, or an equivalent course certified by AzPOST prior to April 1, 2012 Effective April 1, 2012, officers who do not meet the above criteria must successfully complete an 80-hour or more Investigator Training program offered through a Maricopa community college.
E. Detective Certified	Has worked satisfactorily in a case-carrying detective assignment for at least one year
F. Detective Assignment	An investigative position responsible for the follow-up investigation of crimes
G. Case-Carrying Detective Assignment	An investigative position responsible for the management and investigation of multiple criminal cases to their completion, and the assignment of their final status
H. Effective Date of Transfer	Date the transfer process was completed, and the employee moved into the new position
I. Official Opening Date	Date established by the executive assistant police chief or designee to fill a vacancy For positions utilizing the Seniority Selection Process and not advertised in the Transfer Opportunities Bulletin (TOB), this date will be the only date for consideration of transfers requests submitted at least two weeks prior.

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2. **DEFINITIONS:** (Continued)

J. Selection Process	An established process used to fill an opening • Selection Process #1 - Selection Process 1 • Selection Process #2 - Selection Process 2 • Professional Staff Selection Process - Civilian Selection Process • Seniority Selection Process - Seniority Selection Process
K. Specialty Position	An assignment other than a first responder (beat and squad area responsible) patrol officer/sergeant and/or when a selection process other than the Seniority Process in Seniority Selection Process is used to fill a vacancy • Refer to the Transfer Policy Grid for a list of the patrol precincts' positions and the selection processes used to fill openings.
L. Work Unit for Purpose of Transfer	A bureau/precinct/unit which has multiple squads having the same job description/duties and selection process EXAMPLE: ¹Mountain View Precinct is a work unit - All the patrol squads (71A, 72G, 73K, etc.) have the same job description/duties and the same selection process. ²Special Assignments Unit (SAU) is a work unit - SAU has multiple squads having the same job description/duties and the same selection process. • Transfer requests within a work unit for open positions (must have same job qualifications) will be given primary consideration when filling openings; transfer requests from outside the work unit will be given secondary consideration. NOTE: Does not apply to non-specialty patrol sergeant/lieutenant positions (see section 5.A of this order). • If the opening to be filled within a bureau/precinct/unit is separate because it has its own job description/duties and selection process, any eligible employee may apply in accordance with this policy. • Refer to the Transfer Policy Grid and/or Qualification Charts for a breakdown of "work units for the purpose of transfer", requirements, and selection processes.

3. **GENERAL TRANSFER PROCEDURES** - All transfers will occur on Mondays.

A. **Transfer Request Guidelines**

- (1) All employees **will** use the [Transfer Request Form 80-515D](#) when requesting a transfer from one position to another, even when the transfer is to a position where a memorandum and/or résumé is requested.
 - (a) Employees who have a current Transfer Request form on file for an advertised position are not required to submit an additional Transfer Request form.
 - Additional documentation may be required according to the Transfer Opportunities Bulletin (TOB) advertisement.
- (2) Employees may submit a Transfer Request form for any position they are interested in at any time.
- (3) Employees may have unlimited Transfer Request forms on file; however, employees are responsible for managing their Transfer Request forms and should only apply for positions of genuine interest.
- (4) A Transfer Request form may be as general or specific as desired.

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3. A. (4) (a) A request to transfer to any position within a division/bureau/precinct or a request for any shift 1, shift 2, or shift 3, would be considered generic and will mean willingness to accept the first available opening.
 - Indicate parameters, such as “Any shift 1” or “No shift 3”, in the Comments section.
 - (b) A request for a squad or detail is considered specific and the request will only be considered if an opening becomes available for that squad or detail; this includes when multiple squads are listed on a single Transfer Request form.
 - (5) The Transfer Request forms should be promptly signed and forwarded through the chain of command for processing; refer to section 3.B below.
 - Supervisors should make comments reference the employee’s suitability for the requested position; comments should be information already documented in supervisor notes, the employee’s file, or performance evaluations.
 - (6) When a position **is not** advertised in the TOB, Transfer Requests forms signed by the bureau/precinct commander/administrator and on file with the bureau/precinct administrative sergeant or designee as of noon Monday, two weeks prior to the **official opening date**, will be considered first for that particular position (see section 7.A of this order for positions not requiring advertisement).
 - Transfer Request forms submitted less than two weeks before the official opening date may be considered if no other Transfer Request forms are on file as outlined above.
 - (7) When a position **is** advertised in the TOB, Transfer Requests forms will be submitted by the closing date of the advertisement.
 - (8) All signed Transfer Request forms are to be forwarded to Fiscal Management Bureau (FMB) by noon on Wednesday the week prior to the effective date of the transfer.
- B. Routing and Maintenance of Transfer Request Form
- (1) Once submitted and signed by the employee’s chain of command, Transfer Request forms will be distributed as indicated:
 - ORIGINAL - Sent to the bureau/precinct housing the desired position
 - COPY - Given to the requesting employee
 - (2) Bureau/precinct commanders/administrators will maintain a file of all Transfer Request forms for positions within their bureau/precinct.
 - (3) Upon transfer approval, bureau/precinct commanders/administrators will sign the Transfer Actions section of the Transfer Request form.
 - The original Transfer Request form will be routed to FMB.
 - Copies will also be made and distributed as necessary.
 - (4) Position transfers from one bureau/precinct to another require written approval of the affected assistant chiefs.
 - This authority will not be delegated.
- C. Duration/Rescinding of Transfer Request Forms - It is the employee’s responsibility to rescind all unwanted Transfer Request forms when they are no longer desired.
- (1) All Transfer Request forms will expire January 31st of each year.

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3. C. (2) Employees may rescind a Transfer Request form at any time prior to the date/time listed in section 3.C.(3) below, by directing a written notice/email to their supervisor.
- Once received by the employee's supervisor, the written notice/email will be forwarded to the requested transfer location.
 - The original Transfer Request form and the written notice/email will be placed in a rescind file until January 31st, at which time it will be purged.
- (3) The last possible date to rescind a Transfer Request form is 5:00 p.m. on the Friday 10 days before the transfer; for example, if an employee is scheduled to transfer on Monday, November 25th, the last possible date to rescind the Transfer Request form is Friday, November 15th before 5:00 p.m.
- The employee may rescind the transfer at a later time only if they did not receive adequate notice of the transfer in verbal and/or written form.
 - This rescinding procedure does not apply to the Communications Bureau Unit III employee's annual re-bid for positions; see the appropriate Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) for more information on notification requirements.

D. Length of Time Required in Assignment

(1) Non-Probationary Employee At-Request Transfer Basic Requirements And Exceptions	- Employees who accept an At-request transfer or a transfer to a specialty position (with or without a list) <u>will</u> remain in that assignment for a <u>minimum</u> of one year. - Employees may submit a Transfer Request form at any time; however a new transfer <u>will not</u> be granted until twelve months have passed since accepting their current assignment (this may result in an employee being passed over until he/she has met the current time in assignment requirement and is eligible). <u>Exceptions To The Mandatory One-Year Rule:</u> - Employees requesting a transfer to patrol (seniority process) from a specialty position - Employees assigned to patrol (seniority process) requesting a transfer to a specialty position, with or without a list - Employees requesting a transfer to a specialty position where only one candidate submitted a request for transfer and successfully completed the process for the position (requires assistant chief approval) - Employees who are going to be promoted - Newly created positions for job descriptions that do not currently exist
(2) Non-Probationary Employee At-Request Transfer One-Time Reassignment	- After accepting an At-request initial transfer, an employee may request one additional reassignment within the "work unit for the purpose of transfer" without being required to stay in the initial assignment for a minimum of one year. * Reassignment <u>will only be granted</u> when the position has the <u>same</u> job description/duties and selection process. - When an employee accepts a position from a specialty assignment eligibility list, the employee may submit a Transfer Request form to a position within the "work unit for the purpose of transfer". EXAMPLE: An officer is placed on the SAU list, is selected from the list, and accepts an opening on one of the SAU squads. Once assigned, the officer may submit a Transfer Request form to another SAU squad. - The following situation is not eligible for the one-time reassignment: * When an employee has requested and received a specific assignment, such as 63J or P71 - Once the employee accepts the reassignment, they are required to stay in that position for one year.

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3. D. Length of Time Required in Assignment (Continued)

(3) Non-Probationary Employee GOD Transfer	<u>Exceptions:</u> • When the employee is going to be promoted • When there is an operational need to return the employee to their previous position, the current commander may transfer them to their former position • After a GOD transfer, the employee may request an additional transfer without being required to stay in the initial assignment for a minimum of one year.
(4) Probationary Employee	• Probationary employees cannot submit a Transfer Request form until 11 months have passed, and a new transfer will not be granted until they have completed their probationary period.

4. **TEMPORARY TRANSFERS**

A. Criteria for Selection of Personnel - Employees requesting a temporary transfer must meet the following criteria:

- Must not be on probation
- Must not presently be the subject of an ongoing investigation for alleged misconduct
- Must have received an overall rating of "Met" on their most recent performance rating
- Must have their supervisor's approval

B. Eligibility

- (1) Employees may be transferred on a temporary basis to any position within their job class with approval of the bureau/precinct commander/administrator.
 - (a) This transfer will be accomplished to meet Department staffing needs and other special needs.
 - (b) This will also be accomplished when the transfer of an employee would benefit an ongoing investigation or special enforcement program.
- (2) Temporary transfers may be made for the good of the Department or at the request of the employee for career development.
- (3) If the temporary transfer involves two bureaus, the transfer must be approved by both bureau/precinct commanders/administrators or their designee.

C. Duration of Temporary Assignments

- (1) Temporary transfers will normally not exceed 30 days.
- (2) Temporary transfers will require approval of the affected bureau/precinct commander/administrator and completion of transfer paperwork.

5. **GENERAL TRANSFER QUALIFICATIONS**

A. Patrol Precinct Squad Positions (Sergeant/Lieutenant) - Patrol precinct squad positions (excluding patrol specialty positions) will be filled by any Department sergeant/lieutenant off probation who has a current Transfer Request form on file two weeks prior to the official opening date (see section 2 of this order for definition).

- (1) The sergeant/lieutenant with the most seniority in rank will be selected to fill the position.
- (2) If no Transfer Request forms are currently on file, those submitted within the two week window may be considered by the precinct commander.

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5. A. (3) If no Transfer Request forms are on file, or when a sergeant/lieutenant who submits a Transfer Request form within the two week window is not selected to fill the position by the precinct commander, the position will be filled by a GOD transfer or a newly promoted sergeant/lieutenant.

- A newly promoted sergeant/lieutenant will remain in the position for one year.

- B. Specialty Officer/Sergeant/Lieutenant Transfer Qualifications - Unless otherwise indicated in [Operations Order 4.6.06, Qualification Charts](#), employees seeking an assignment in a specialty position (including patrol specialty positions) **must** meet the following requirements:

- (1) Officers - Must have a minimum of three years' experience as a Phoenix police officer by closing date of the job announcement.

- (a) Once probation has been completed as a Phoenix police officer, lateral and prior service certified police officers may use 50% of **other** police agency time to meet the three year requirement.

EXAMPLE: Probationary year with the Department plus four years with another police agency (50% of four years equals two years), total time is three years.

- (b) Former Phoenix reserve officers with no breaks in service may use 100% of their sworn reserve time (2080 hours equals one year of career service) to meet the three-year requirement.

EXAMPLE: One and a half years as a Phoenix police officer (career) plus 3120 hours as a Phoenix reserve officer total time is three years.

- (c) Documentation of time served must be included with the Transfer Request form.

- Prior service and reserve time **cannot** be used to meet the time in classification requirements for promotion processes.
- Prior service and reserve time does not count for any sergeant or above positions.

- (2) Sergeants/Lieutenants - Must have completed probation as a Phoenix police sergeant/lieutenant by the effective date of the transfer.

- (3) Have a minimum overall rating of "met" on their last two performance evaluations.

- Scheduled and unscheduled performance evaluations will be reviewed and considered as part of the transfer process.

- (4) Have no past or pending discipline for a written reprimand of a relevant nature, suspension or demotion that would, in the opinion of the gaining division chief, adversely impact an employee's ability to effectively carry out the requested assignment.

- Employees who are on a specialty/certified transfer list, and who engage in any misconduct (as specified in section 5.A.(3) above), may be passed over.
- The Police Chief will review all instances in which an employee is passed over on an existing list due to issues related to misconduct/discipline as described in this order.

NOTE: See the current MOA/MOU for further information regarding time limits and types of discipline that can be considered.

- (5) Specific qualifications are outlined in [Operations Order 4.6.06, Qualification Charts](#).

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6. **SPECIALTY LIEUTENANT ROTATION**

- A. Lieutenant rotation applies to **all** specialty positions including patrol specialties (resource lieutenants and FTO lieutenants).
- B. **Maximum Length of Assignment for Specialty Lieutenant Positions**
 - (1) Lieutenants in specialty assignments will be required to transfer to a different lieutenant position every five years.
 - (2) There will be no extensions granted for this five year scheduled rotation.
 - (3) Lieutenants who leave a position may not be reassigned to that position for two years.
 - (4) Bureau commanders will furnish a list of the affected lieutenants to the appropriate assistant chief prior to January 1st of each year showing assignment anniversary dates.
 - The affected lieutenants will be given a copy of the list.
 - (5) It is each lieutenant's responsibility to research and secure another position prior to their mandatory scheduled rotation date.
 - (6) Lieutenants who do not secure a new position by their five year anniversary date will be reassigned by a GOD transfer.
 - (7) The implementation of the lieutenant rotation will begin on November 1, 2015, and all specialty positions will have five years to secure a new position.
 - (8) Any exceptions to the lieutenant rotation policy will be at the discretion of the Police Chief.

7. **ADVERTISING REQUIREMENTS**

- A. **All** current and newly created positions will be advertised in the TOB (see section 6.C. below for stipulations regarding current positions).
 - (1) **EXCEPTIONS** - The following positions do not have to be advertised:
 - (a) Positions which have already been advertised in the TOB where a list was created (as outlined in [Operations Order 4.6.01, Transfer Policy Grid](#) of this order: motor list, Special Assignments Unit (SAU) list, detective bureau list, etc.), and the list has not expired or been exhausted
 - (b) Positions within units that have squads with different/various work hours and/or N-Days (see section 11 of this order for more information)
 - (c) Non-specialty patrol positions when a Transfer Request form is on file as outlined in section 3 of this order
 - If no Transfer Request forms are on file, commanders will advertise openings within the precinct.
 - If no qualified applicants are identified through the precinct advertisement, Transfer Request forms will be solicited via an announcement in the TOB.
- B. The advertisement will include the following:
 - Application period and selection process being used
 - Specific position with short description of the position
 - Contact person for transfer information



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7. C. Only the processes and qualifications currently in policy at the time of the advertisement can be used to fill the open position/s; any proposed policy changes cannot be used until properly staffed, finalized, and distributed to employees per [Operations Order 3.8.00, Written Directives](#).
- Changes to the Transfer Policy do not qualify as emergency revisions.
8. **TESTING/PRACTICAL SPECIFICATIONS** - Any examination materials, processes, and practical information used for transfer processes will be job-related.
9. **SCHOOL RESOURCE OFFICER (SRO) TRANSFERS DUE TO GRANT AWARDS OR LOSS OF DISTRICT FUNDING**
- A. School grant funded positions are awarded by the Department of Education, and district funded positions are decided by the school districts; therefore, the Police Department has no control over these positions.
- Grant awards are on a three-year cycle and the awards are made known approximately two (2) months in advance.
 - District funded positions are made known before the start of the new school year.
- B. When one precinct loses an SRO grant funded position/s and another precinct gains an SRO grant funded position/s or a precinct loses a district funded position/s, the below procedures will be followed regarding SRO transfers.
- (1) Seniority will determine who remains on the SRO squad in the precinct that has lost the grant/district funded position/s.
- Unless the junior SRO/s, the SRO/s who lost their grant/district funded position/s will have the option to remain on the squad or to transfer based on the procedures outlined below in section 9.B.(2).
- (2) The junior SRO/s assigned to the precinct that lost the SRO position/s (or if applicable, the SRO/s who lost their grant/district funded position/s) will have the option to:
- (a) For grant funded position/s:
- Transfer to a precinct that was awarded more SRO grant funded position/s
 - Go back to patrol
 - Participate in a transfer opportunity as advertised in the TOB
- (b) For district funded position/s:
- Transfer to a precinct that has an open SRO position (if available)
 - Go back to patrol
 - Participate in a transfer opportunity as advertised in the TOB
- (c) If the SRO elects to transfer to another precinct which has gained a new SRO grant funded position or an open SRO position, it will be an At-request transfer, require the completion of a Transfer Request form, and the selection by the gaining precinct will be based on seniority.
- NOTE:** The SROs who elect this option will not need to participate in an SRO selection process.
- (d) If the SRO elects to go back to patrol in their current precinct, the administrative sergeant will work with the officer to help find a suitable squad, if possible.
- (e) If the SRO elects to go back to patrol in another precinct or participate in a transfer opportunity as advertised in the TOB, the procedures outlined in section 3 of this order will be followed.

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9. B. (3) The gaining SRO sergeant will determine the placement of the transferred SRO based on the needs of the schools.
- C. Any new SRO grant funded position not filled by current SROs will require an advertisement in the Transfer Opportunities Bulletin (TOB) unless a current list is available as outlined in this order.
- D. SRO vacancies not related to the conditions outlined in this section [section nine (9)] will follow the normal transfer procedures as otherwise outlined in this order.

10. **SPECIALTY DETAIL ROTATION**

A. Purpose

- (1) It is recognized officers who perform extended assignments in certain specialty details are increasingly placed at risk for development of psychological and personal problems that can impact their personal and professional lives.
- (2) In order to enhance performance and reduce risks to family and career, limits on the length of such assignments and procedures for rotation of personnel at prescribed intervals are established.

B. Specialty detail rotation applies to the following assignments:

- (1) Undercover detectives assigned to the Street Enforcement Squads of the Drug Enforcement Bureau (DEB)
- (2) Executive Protection Detail (EPD) (sergeant and detectives)
- (3) Training Bureau to include Proficiency and Basic Academy (sergeants and officers)

C. Length of Assignment

- (1) The maximum length of assignment for affected positions will be:
 - Five years for officers/detectives assigned to the Street Enforcement Squads.
 - Four years for detectives/sergeants assigned to the Executive Protection Detail.
 - Five years for officers/detectives assigned to the Training Bureau.
- (2) The affected assistant chief may grant an extension when scheduled rotation is deemed contrary to Department interests.
 - In no event will an extension exceed one year.
 - EPD detectives and sergeant may exceed the one-year extension based on positive recommendation of the detail's sergeant and commander, subject to affected Executive Assistant Chief and Police Chief approval.
- (3) Each affected bureau commander will furnish a list to the appropriate assistant chief prior to January 1st of each year showing assignment anniversary dates for each employee affected by this rotation.
 - This list will be distributed to affected personnel and their supervisors for notification purposes.
- (4) Transfers of affected personnel will be made with prime consideration for the good of the Department.
- (5) Rotating personnel will be assisted in obtaining assignments of their choosing to the extent possible.

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10. C. (6) Rotated undercover personnel - May not be considered for transfer back to an undercover assignment until they have served a minimum of one year in a non-undercover capacity.
- (7) Rotated EPD personnel - May not be considered for transfer back to the respective detail until they have served at least four years outside the detail.

11. **UNITS THAT HAVE SQUADS WITH DIFFERENT/VARIOUS WORK HOURS AND/OR N-DAYS** - This procedure only applies to sworn positions; the procedures for civilian employees can be found in [4.6.04, Civilian Process](#).

- A. This transfer procedure applies to units containing squads with positions that have the **same** job description/duties and have different/various work hours and/or N-Days for employees within the same unit/squad, such as Front Desk or Airport Bureau officers.
- B. When an opening occurs within a unit having squads that have different/various hours and/or N-Days, employees within the unit who have submitted a Transfer Request form in accordance with section 3 of this order will be given primary consideration.
- This also applies when an opening occurs within a squad with different/various work hours and/or N-days.
- C. Transfers will be processed utilizing the Seniority Selection Process outlined in [Seniority Selection Process](#) of this order, and [Personnel Rules 14 and 18](#).
- The transfer process will continue until all open positions are filled on all shifts.
- D. If no Transfer Request forms are submitted by employees within the unit/squad, the opening will be filled with a Transfer Request form in accordance with the designated processes listed in [4.6.01, Transfer Policy-Grid](#), such as a list or by advertising the opening in the TOB
- E. Once the transfer has occurred, it is considered an At-request transfer and the employee will be required to stay in the new position for one year (exceptions to the one year requirement are listed in section 3.D of this order).

12. **REVISIONS TO THIS POLICY**

- A. Revisions to the main order of this policy and its sub-policies will be reviewed and processed (if needed) no more than twice per year.
- B. Revisions to these policies may be processed as the need arises.
- C. All revisions to the Transfer Policies will be staffed fully in accordance with [Operations Order 3.8.00, Written Directives](#).

13. **TABLE OF CONTENTS/SUB-POLICIES** - The following accompany this policy:

A. Transfer Policy-Grid	Transfer Policy Grid
B. Selection Process 1	Selection Process 1
C. Selection Process 2	Selection Process 2
D. Civilian Procedures	Civilian Procedures
E. Seniority Selection Process	Seniority Selection Process
F. Qualifications Charts	Qualifications Chart

Last Organizational Review:
